

**WILLMAR MUNICIPAL AIRPORT COMMISSION
CITY OF WILLMAR, MN
WEDNESDAY, DECEMBER 12, 2012**

MINUTES

1. The Willmar Municipal Airport Commission met on Wednesday, December 12, 2012, at 5:00 p.m. at the Willmar Municipal Airport Conference Room.

**** Members Present:** Pat Curry, Terry Albers, John Lambing, Steve Nedrelow, Don Cole, and Dan Reigstad.

**** Members Absent:** Sandy Gardner.

**** Others Present:** Megan Sauer- Planner/Airport Manager, Brian Negen- FBO Maximum Cruise Aviation, Eric Rundingen- Eric's Aviation Services,

2. MINUTES: The minutes of the July 18, 2012 meeting were approved as presented.
3. MALSR DISCUSSION & RUNWAY/TURF PROJECT UPDATE: Staff presented a summary report from Bolton and Menk which informed the Commission that the crack sealing project and turf runway improvements are to be completed in spring of 2013 (see Attachment A). The City received the signed grant agreements from the State. The projects are funded 70% State 30% Local.

Secondly, MNDOT Aeronautics has contacted the City regarding the need for installation of additional NAVAIDS (Navigational Aids) specifically MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights). MNDOT plans on installing the new lights in 2013 entirely with State Funds.

The Commission discussed the MALSR's and what a great improvement this will be for the users of the Airport.

Mr. Nedrelow made a motion, seconded by Mr. Lambing, to endorse the MALSR project with 100% funding by MNDOT Aeronautics.

The motion carried.

4. AIRPORT OPERATIONS SUPERVISOR POSITION UPDATE: Staff updated the Commission that the City sent out an RFP this fall for the Airport Operations Supervisor Position, as the current contract is up December 31, 2012. The job duties were quite similar to past years except it also included janitorial services and mowing of the entire airport property. The City received two proposals and after interviews etc. offered the position to Eric's Aviation Services per Council action.

The Commission stated they were very pleased that Eric's Aviation Services will be doing onsite management at the Airport.

5. AIRPORT USERS SURVEY RESULTS: Staff presented an airport user survey consisting of four simple questions to see how the airport's users felt about how it's run, maintained, etc. (see Attachment B). Out of the 44 surveys dispersed, 22 were received. Overall the airport is operating well, but there is always some room for improvement. Eric Rudningen of Eric's Aviation stated he hopes to have some office hours to help keep the local pilots up to date on what's going on at the Airport.
6. MISCELLANY: Brian Negen of Maximum Cruise Aviation, the FBO, said that as per the FBO contract the Airport Commission is supposed to do a performance review of the FBO annually. Mr. Negen proceeded to go through all 7 tasks listed on the FBO contract as services they provide. They are as follows:
 - Task 1) Provide courtesy service to transient pilots and passengers. Mr. Negen explained that in February when the City owned courtesy cars were removed, the FBO continued to supply private vehicles for use by their customers and as rentals for non-customers.
 - Task 2) Unicom radio. The FBO monitors the Unicom via a remote radio in their office. As needed, if there are communications to the Terminal Base, Mr. Negen explained his employees will walk over to the Terminal Office for those transmissions.
 - Task 3) Issue NOTAMS regarding airport conditions. Mr. Negen talked about issuing runway condition reports as needed.
 - Task 4) Complete daily fuel records. Mr. Negen said that as Phillips 66 providers they've always been required to do daily fuel inspections. Since July of 2012 the FBO has submitted those fuel and runway inspection logs to the City at their request.
 - Task 5) Weekend and On Call Service. Mr. Negen explained that the FBO does post a phone number for an on-call phone that rotates around his employees. If anyone needs assistance with fueling etc. during non-regular business hours, they can contact that on-call person.
 - Task 6) Office Support. The FBO does have a kiosk and phone in the main terminal building which supplies general info and contact numbers of the FBO personnel for assistance. Mr. Negen explained that when they stopped having an office person physically in the terminal building, they installed cameras to keep an eye on the building and ramp. That system has worked well, and many days there is little or no activity inside the building. Staffing the Terminal Building would be a waste of resources.
 - Task 7) Secure Terminal Building. The FBO unlocks and locks the terminal building five days a week at 8 a.m. and 5 p.m. respectively.

Mr. Negen also talked about providing ramp service, fuel sales, repair and maintenance, aircraft rental, and flight training as per the contract. Maximum Cruise does not, however, provide charter services.

The Commission had a lengthy discussion regarding fuel pricing and the general cost of fuel flowage. Mr. Negen explained that there are several quality assurances and insurance costs that make selling the fuel a costly venture. He explained that he puts a 20 % mark up on fuel sales to non-local non-customer clients. If the buyer is local/client based, then they pay 15% mark up. It costs him .18 cents a gallon to have the 12 hr. a day on-call service. The inventory in the ground is \$80,000 worth of fuel. And the liability insurance he has to carry to pump and service these planes is \$80,000 a year. As of the day of the meeting, in 2012 the FBO sold 116,000 gallons of fuel. People don't take into consideration the operation costs for him to do that business. Smaller towns that don't have an FBO choose to take on the liability and provide the fuel themselves, so they can do it at a lower cost. Places like Paynesville only sell 10,000 gallons of gas in a whole year. And the quality of fuel is not the same either. Jets and bigger clients want convenience and base fuel sales on location. They aren't going to fly to Paynesville for cheaper gas as it costs more to land and take off than it is worth.

The Commission accepted the information and thanked Mr. Negen for his summary report.

7. There being no further business to come before the Commission, the meeting adjourned at 6:16 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Megan M. Sauer". The signature is fluid and cursive, with the first name "Megan" being more prominent.

Megan M. Sauer, AICP
Planner/Airport Manager



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2040 Highway 12 East • Willmar, MN 56201-5818

Phone (320) 231-3956 • Fax (320) 231-9710

www.bolton-menk.com

MEMORANDUM

Date: December 11, 2012

To: Willmar Airport Commission
Megan Sauer, Airport Manager

From: Kevin Carlson, P.E. / Jared Voge, P.E. 

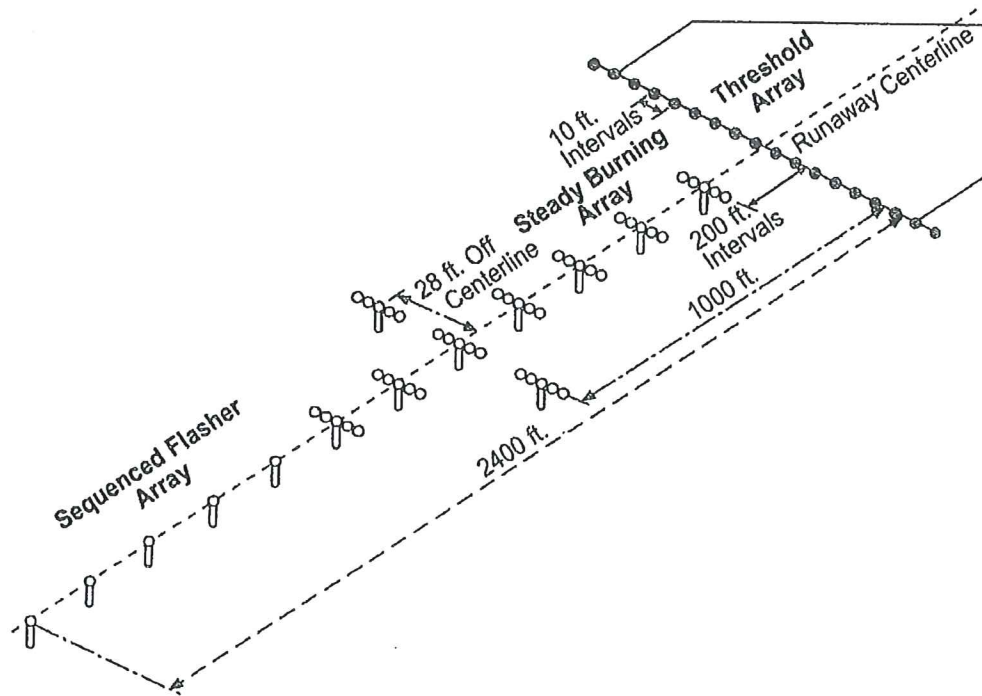
Subject: Willmar Municipal Airport
City of Willmar Airport Improvements/MALSR
Willmar, Minnesota
BMI Project No.: T51.105032

The grant agreement for the Airport Improvements which will provide funding (70% State, 30% City) for the project is currently being processed by MnDOT. After the grant agreement has been executed by MnDOT, the project contracts will be signed. Construction will begin in spring 2013. The contract completion dates for the pavement and turf runway improvements are May 31, 2013 and July 1, 2013 respectively.

The MnDOT Office of Aeronautics has indicated that there is a need for the installation of additional NAVAIDS at the airport. It is our understanding that a MALSR (Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights) was to be installed during the last phase of the airport construction, however as a result of funding constraints, it was removed from the project. MnDOT intends to install the MALSR in 2013 with 100% State funds. Please see the enclosed figures which illustrate MnDOT's Preliminary layout.

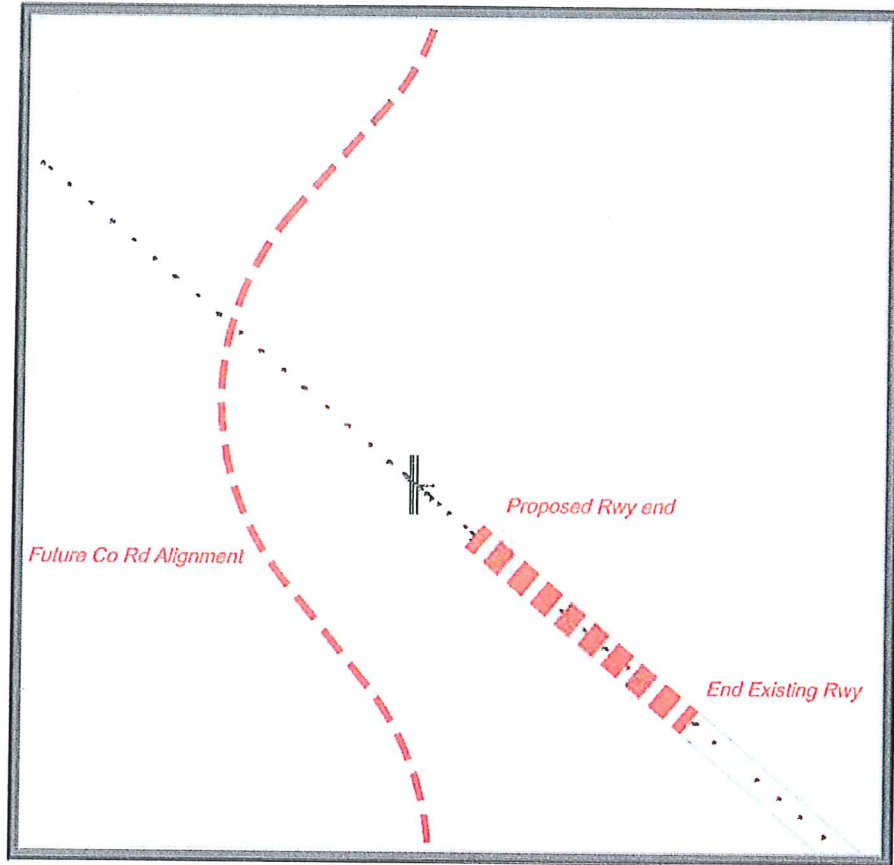
- **Approach Light Systems (ALS)** provide the basic means to transition from instrument flight to visual flight for landing. Operational requirements dictate the sophistication and configuration of the approach light system for a particular runway. The **MALSR (Medium Intensity Approach Lighting System With Runway Alignment Indicator Lights)** is a medium approach intensity lighting system (ALS) installed in airport runway approach zones along the extended centerline of the runway. The MALSR, consisting of a combination of threshold lamps, steady burning light bars and flashers, provides visual information to pilots on runway alignment, height perception, role guidance, and horizontal references for Category I Precision Approaches.
- A typical MALSR uses 18 threshold lights along the runway threshold spaced 10' apart, 9 light bars with 5 lights separated every 200' and 5 sequenced flashers also separated every 200' over a distance of 2,400' from the runway threshold. At the 1,000' point there are three light bars (15 lamps) for added visual reference for the pilot on final approach. Sequenced flashing lights provide added visual guidance down the runway centerline path. Planned approach visibility is at least 1,800' to .5 miles, with a decision height of 200'.

- ➔ The current Instrument Landing System (ILS) approach procedure to Runway 13 has published approach weather minimums. The minimum cloud ceiling is 200 feet, and the minimum flight visibility is 3/4 mile. Typically the installation of a MALSR system reduces the visibility requirements by another 1/4 mile because it allows pilots to establish visual contact earlier in the approach sequence. It is anticipated that the new Runway 13 approach procedure will have visibility minimums of 1/2 mile, matching the lowest published weather minimums available for a runway with an ILS following the MALSR installation.



Typical MALSR Layout

The current Airport Layout Plan (ALP) identifies a future runway extension and required road realignment. The MALSR would be relocated should the runway be extended. ALL property required for the runway extension is owned by the City of Willmar and the Airport. The potential relocation will need to be re-evaluated at that time due to new FAA Runway Protection Zone (RPZ) policy.

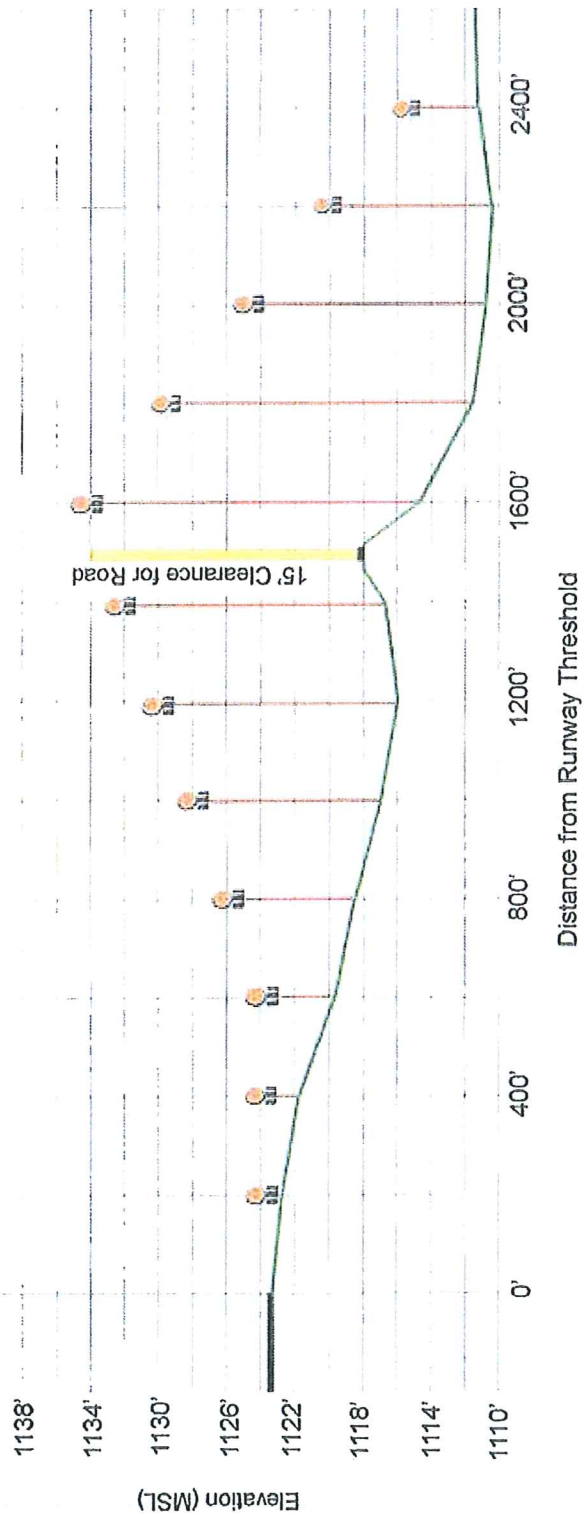
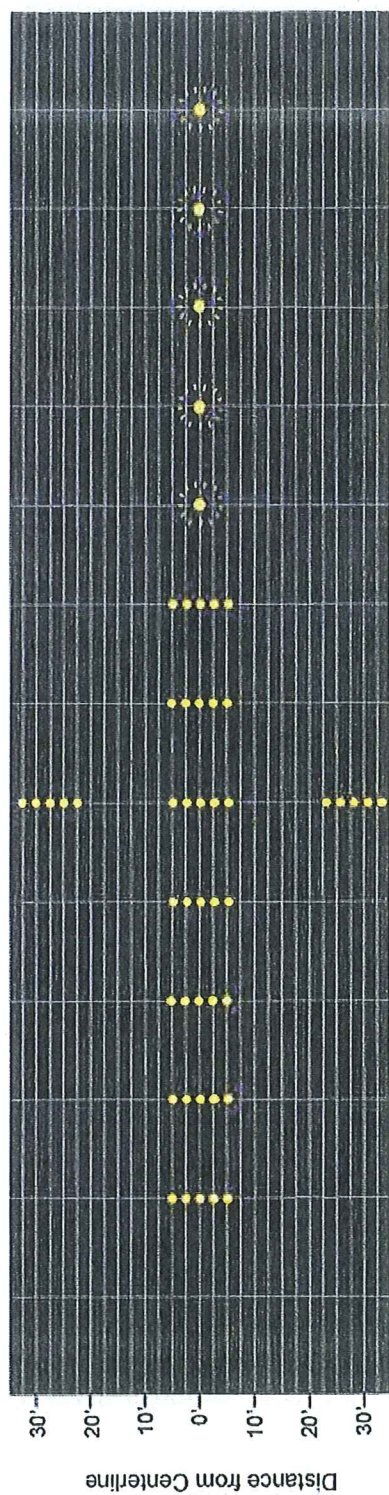


FUTURE Roadway Re-alignment for Possible Extension

Willmar Municipal Airport MAL S/R for Runway 13



Willmar Municipal Airport MALS/R for Runway 13



Survey Results (43 total sent out to T-Hangar Tenants and Private Hangar Owners)

1. How often do you use the terminal building?
A. Often (13) B. Once a month (4) C. Rarely (4) D. Never

2. Are the runway, lights, and general maintenance on the operation side of the airport adequate for your use and that of other users?
A. Yes (13) B. No (8)

3. Does the FBO service and fuel system meet your and other users' needs/expectations?
A. Yes (17) B. No (4)

4. How has losing the courtesy cars affected you or other airport users?
A. Yes (7) B. No (13) C. Both (2)

22 respondents

West Central Roofing, Dr. Nedrelow, Chuck Nefsted, Nelson International, Quam Construction, David Kleine, Dr. Lee Cafferty- Chief Medical Staff, Rice Memorial Hospital, Fagen Inc, Bruce Jaeger, Accupress, Bill Fry, Larry Juhl-Revier Cattle, Jerry Schwitters, Maurie Evans- Duininck Inc., and Wayne Mitchell.

6 anonymous surveys

Response Narratives

1.

- B. I use the building a couple times per month, mostly for the bathroom facilities.
- As the terminal is a public facility I have taken the liberty of meeting flight training clients from both the local area and beyond. The conference room works well for a ground school session. From recent experience, I would estimate using the building at least twice a month.
- I use the terminal building quite often. It has always been clean and nice to use except: Multi-million dollar facility and the water is un-drinkable and stinks, sewer should have been put in for both the Terminal and Hangars along with water, Pilots lounge is kept locked with a combination lock so no one can use it.
- We use it for the bathrooms and the weather machines. It should be open for early and late hours so my people can use the restrooms. Most airports have access to restrooms 24 hours a day.
- Using restrooms.
- To use the restroom.

2.

- Grass runway-poor condition. Grass needs to be cut more often around hangers.
- We would agree that runway, lights and general maintenance are adequate. Is adequate good enough for the Willmar airport, we are not sure. Lighting is not at 100% but with minimal budgets of maintenance staff their hands are tied having to make small, thoughtful parts orders and making used parts work. The other issue that is seen on the airport is the forced closure of the grass crosswind runway. Without this runway there are days when decisions have to be made whether Willmar is the correct choice for landing. Without this runway as an option for the smaller aircraft the Willmar airport may be giving up some traffic.
- We always have NOTAMS about something wrong at the Airport.
- Yes, good service.
- No, cross runway (grass strip) not in service.
- No, the PAPI lights hardly ever work. The grass runway needs to be operational.
- No, they need to spray for weeds several times per year. They will destroy the runway and taxiways.
- No. The paved runway, the lights, and the general maintenance are fine. You are also addressing the grass runway issues, I understand. The City owned and leased hangars on the west side of the airport still have problems, however. I appreciate the City's work on mitigating the flooding issues so far. However, the hangars still 'flood' to a depth of ½ to 2 inches or so. This is the biggest problem in the winter. Water will come in during any kind of thaw, then refreeze into a very slick sheet of ice. Last year, my wife fell head first on the ice, prompting an ER visit and \$1500 bill. Fortunately she didn't suffer any long term consequences. The ice also makes it nearly impossible to pull our airplane out for up to months at a time.

- No, taxiway and runway lights out, VASI out all the time. Gates have been inoperable for years. Cross wind runway out all year. I would even be willing to change bulbs for the taxi ways and Runway. My understanding is they are just not furnished. The driveway leading into the Airport had been burnt out for over a year at one time, I do not know what the status is on these lights but right now I think only one is burned out. A. Gates have been out of service for years. These are needed to protect all of our investments. Should be repaired and left open during business hours and closed at nights if nothing else. B. Crosswind runway should have been repaired and put back in service. Money was spent to put this in this is just maintenance. C. Taxiways through the hangars need center lines to assist at night when trying to taxi. Unable to see where to be. D. Some hangars do not have a complete concrete apron. This is ridiculous. People are picking up these small rocks and destroying their prop(s) because we have a couple of people that don't care about anyone but themselves. They need to pour concrete completely in front of their hangars so that we have concrete all the way. This is a safety issue. This should never have been allowed. E. Also, there is still grass in places between some of the hangars. This also needs to be concrete. F. There should be outside lights on all the hangars and kept on from dusk to dawn. Another safety issue.
- Security gate has been inoperative/broken for a long time. Why don't you fix it or replace it. Other Airports that I use frequently (KRRC) don't have this problem. Also I still have drainage issues around my hanger. Water comes in with any significant rainfall.
- We are the biggest users of the airport and rely heavily on the maintenance people. They do a very good job.
- The FBO is doing the best they can with the funds available.

3.

- The FBO services provided are far above services provided at similar size airports around the country. With on-site staffing that extend from before 6 am to 5 pm and an on call 24 hr. 7 day a week person this not common to see. The on call person is available for fueling, courtesy car, or any other needs of pilots or passengers at the Willmar airport. Fueling is made as easy as possible with discounts available to large volume customers, on site aircraft owners and self service customers. Fueling systems are inspected on a daily basis and fuel quality is never an issue.
- No, I have to go to other airports for all of our service needs.
- Very responsive (I noticed this summer special repairs done within 5 minutes on Congressman Colin Peterson's plane).
- The FBO should provide water, ice, coffee, etc. for visiting aircraft and Charter Flights.
- No, the FBO is a huge disappointment. They are very unfriendly except to their biggest customers. They are not interested in helping aviation on the field at all unless it makes them money, and even then sometimes they are not interested. One weekend, I couldn't even get compressed air or a hand air pump from them so I could add air to a low tire. The Flight Instruction is acceptable and a nice guy, but is exceedingly difficult to actually arrange

lessons with. I know of at least five individuals who have tried to use Mr. Rudningen and have been unable to obtain acceptable service. Also, I don't believe Mr. Rudningen maintains a website to allow new customers to find him. I don't blame Mr. Rudningen, who has other priorities. However, flight instruction is the heart of aviation. Without flight instruction, you can't learn to fly, you can't get checked out in new aircraft, you can't do a biennial flight review, and so on. Also, flying is a hobby for most of us. We need evening and weekend availability in order to get flight instruction done. This would not be difficult to arrange. We could recruit and train a local pilot as a flight instructor or recruit someone from St. Cloud or elsewhere to come down for these hours. By way of contrast, Alexandria, for example, has one full time and three part time instructors.

I would add that Jaeger Aviation is a jewel to have in the area, but Mr. Jaeger instructs virtually exclusively in Mooney aircraft.

We also don't really have any rental aircraft available for other than minimal rentals.

Finally, gas prices are the highest in the area. As of 10/28, retail prices for 100 LL self-serve are:

Willmar- \$6.60 per gallon

Litchfield- \$5.31

Paynesville- \$5.23

Olivia- \$5.75

Benson- \$5.22

Montevideo- \$5.50

Glenwood- \$4.90

Redwood- \$6.42

If you look at prices within 50 miles of Willmar, our prices are almost always the highest, often by far. It's hard to justify paying more than \$1.00 per gallon extra on a 30-50 gallon fill up in order to be loyal to the home field.

- The self-service equipment appears to be working well. The only issue I have seen is an occasional after hour's aircraft that would like help. Typical to other similar size airports, after hours service is available by posted number.
- No issues with fuel or equipment. Cost at Willmar is the highest around mostly by at least \$1.00 a gallon. I do like to buy locally but because of the cost I will gas at other places quite frequently. If gas was more reasonable I would purchase a lot more here.
- Maximum Cruise has been great to deal with- Brian, Eric and the rest of the staff have been very helpful.
- 24 hr. key card self-service is very good.
- They are always willing to assist in any way they can and are 24/7 fueling I have seen them out multiple times fueling jets and medical after hours.

4.

- Important to have, most small airports we travel to have courtesy cars.
- The airport has no lost its courtesy vehicles. The FBO, still, as always, provides two courtesy/rental vehicles depending on the need/end goal of its user. If the car is staying

local or a minimal amount of fuel is purchased the vehicles are still provided free of charge. For users of the airport that are not purchasing any fuel or there is a need to travel a distance the vehicles are available free of charge to users of the airport that were staying local. This has only become an issue when there has been a large amount of airport traffic and the 2 FBO owned cars are being used. The decision to remove the city owned vehicles from the airport just puts more direct overhead on the FBO.

- "All" of the airports I visit have courtesy cars available so other airport users that stop here are "stuck" at the Airport all day.
- No. City car not there, but FBO provides a courtesy car.
- Yes, other airport users need an easy way to get into town. Most airports smaller than Willmar offer a courtesy car.
- No, has not mattered.
- Yes, need courtesy car several times a year. Did not know it was no longer available. That will be a problem for us. I hope one is obtained soon.
- No, the loss of the courtesy car won't affect me or any other local users. I can tell you that I strongly favor flying to airports with courtesy cars. It makes it far easier to go to town for anything at all. Willmar does not have many other good options for transportation from the airport. Also, I think our high gas prices are even more difficult to justify if we don't have a courtesy car for customers to use.
- A courtesy car of some type is expected and typically available at airports the size of Willmar. As there is really no other way to utilize local restaurants and stores, lack of courtesy car is a problem. Not many would return to Willmar for other than required for business knowing there is no transportation to a local restaurant. This would be the case for a pleasure flight or more typically flight instruction. I wonder if the Brainerd Airport would be the same without a restaurant.
- No, didn't use them.
- We should have a courtesy car available for out of town people. This brings a lot of revenue to our community. I do know of people that just don't come here anymore. I frequently fly to airports with courtesy cars and avoid others without them. Most of these items are just maintenance. I don't expect the City to furnish courtesy cars. But a plan needs to be made to have one or two available.
- I haven't used the courtesy car here at Willmar. When flying to other airports I look to use airports which have courtesy cars.
- But it will only hurt the Airport/Willmar for out of town guests.
- The FBO still has three courtesy cars available for use.
- Don't need transportation, but if needed Willmar Air Service has cars available for any use 24/7.
- I am a local so I have my own transportation but for others that are out of town I'm sure it's an inconvenience if Maximum Cruise's vehicles are all being used. Most people want food and only three places in town deliver and the taxi service is not very reliable.